

LONG BEACH

INNOVATION TEAM

Civic Innovation Intern

\$14.45 Per Hour (A) (B) (C)

The Long Beach i-team is seeking up to six part-time qualitatively oriented Civic Innovation Interns to assist in research used to develop solutions to some of the City's greatest challenges. Interns have the unique opportunity to work side by side an interdisciplinary team which includes a designer, researcher, developer, and project managers. The Long Beach i-team is breaking down barriers to innovation in city government and working to address complicated and long standing problems such as economic development and access to city services. Interns have the opportunity to learn the Bloomberg Innovation methodology, user-centered design, get a taste for the changing face of local government, strengthen qualitative skills, and make a real difference in the Long Beach community

Essential Duties and Responsibilities include the following.
Other related duties are implied or may be assigned as required.

- Implement design methodology and user-experience research including ethnographic methods (participant observation/site canvassing), interviewing, survey administration, and user testing.
- Working directly with multiple project managers and software developer
- Data collection and input
- Interview Transcription
- Supporting technical leads in over-arching initiatives
- Collaborating with designers, researcher, project owners, and other team members to produce the best solutions
- Working in a team-oriented environment while also being self-motivated and working independently
- Assist in prototyping, usability and software testing
- Ability to estimate efforts required for completion of individual tasks and works within estimates as set
- Assist with planning & execution of special events
- Ability to work the occasional evening & weekends

Minimum Requirements to Apply:

- Enrollment in a relevant undergraduate or graduate school, preferably in qualitative areas of study such as design, anthropology, sociology, psychology, etc.
- Able to code interviews and questionnaires
- Excellent analytical abilities and problem-solving skills
- Strong communication skills, oral and written; able to engender trust and respect of peers and stakeholders

Desirable qualifications:

- Bilingual* proficiency in Spanish and/or Khmer.



APPLICATION PROCESS:

Interested applicants must submit a email of interest and resume. Documents must be received by 4:30 p.m. Friday, April 22nd. Documents may be submitted via e-mail to:

City of Long Beach
Innovation Team
c/o Heidi Wiersma
heidi.wiersma@longbeach.gov

Incomplete packages will not be processed. The materials submitted will be thoroughly reviewed and the most qualified candidates will be invited to continue the selection process.

An Equal Opportunity Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired or if you would like to request this information in an alternative format, please call 48 hours prior to the interview at (562) 570-6060.

(A) This non-career position does not include a benefits package and provides limited duration, part-time employment.

(B) Up to 24 hours/week

(C) Up to 1,000 hours/year

* In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.